

LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM
Instructions for the Intent to Apply form for Natural Resource projects

The Intent-to-Apply is a fillable PDF form. To complete the form, follow these steps:

1. Download the most recent version of [Adobe Reader](#). *Do not use Adobe Pro, Adobe Acrobat Pro or other PDF readers!*
2. From LCHIP's website, click on the form and save on your computer as "Project town, project name ITA".
3. Open the saved file from your computer with Adobe Reader and complete. Be sure to save your work as you go!

Part 1 - Applicant Information

- Applicant must be either a publicly-supported nonprofit corporation exempt from federal income taxation under section 501(c) of the Internal Revenue Code or a municipality or other political subdivision of the state of New Hampshire.
- Applicants must formally adopt the appropriate Standards and Practices prior to disbursement of grant funds.
- A representative must have attended a workshop within 5 years. Applicants not meeting this requirement must contact LCHIP.

Part 2 - Project Description

- Enter only the number of acres to be conserved through the project, do not include excluded areas.
- If the project is not a fee, CE, or Fee w/ CE acquisition select other and we will contact you.
- State agencies may hold an interest in a resource acquired by an eligible entity with LCHIP assistance, however LCHIP cannot assist state agencies in directly acquiring property or easements. If it is possible that a state agency will hold an interest (fee or easement), select Yes and we will call you to discuss the project in more detail.
- Review NH RSA 227-M:15: <https://www.gencourt.state.nh.us/rsa/html/XIX-A/227-M/227-M-mrg.htm>
- Conservation purposes include: agriculture, working forests, ecological values (wildlife, wetlands), drinking water protection, recreation/education, scenic/aesthetic and Historical/Cultural). Indicate only the PRIMARY purpose(s) and the most significant supporting resource values.

Part 3 - Financial Benchmarks

1. Fair Market Value is the total appraised value of the resource to be acquired (land or easement). An estimate may be used. Include any property value to be donated on line 1.
2. Transaction expenses include costs for appraisal, survey, title work, legal, recording costs, or other ancillary work necessary to carry out the real estate transaction.
3. Other eligible expenses include stewardship contributions, administrative expenses (capped at 5% of the LCHIP grant request), resource inventories, baseline documentation reports, or other expenses that can demonstrate a direct link to the permanent protection of the property.
4. **The sum of lines 1, 2 & 3 = the Total Project Cost (TPC). Do not include ineligible expenses.**
5. Enter the anticipated LCHIP grant request, which may not exceed 50% of the TPC calculated on line 4. Remember also that LCHIP can fund up to 50% of the FMV (calculated on line 1). If the grant request will approach or exceed 50% of the FMV, additional documentation may be required to show that any LCHIP funds above and beyond 50% of FMV will be used to offset other eligible expenses.
6. Other cash contributions include any other sources of "cash" funding – foundations, grants, private donations. Cash contributions must equal or exceed 50% of the LCHIP grant request entered on line 5.
7. Non-cash contributions include donations of time, goods or services, and any donated property value (i.e. the difference between the FMV and the contracted purchase price, also referred to as the "bargain sale"), whether or not the seller will claim a charitable deduction.
8. The sum of lines 5 - 7 = the total to be raised. This amount should equal or exceed the TPC on line 4.

Save the completed form and send via Filemail to Natural Resource Specialist Paula Bellemore.

Filemail instructions are provided on the next page.

DETAILED INSTRUCTIONS FOR SUBMITTING YOUR INTENT-TO-APPLY FORM VIA FILEMAIL

1. On your computer, create a folder entitled “Project Town, Project Name, LCHIP ITA 2021,” if you have not done so already
2. Place your Intent to Apply form in the new folder, along with any attachments you wish to submit, such as a map or GIS shape files (these are optional).
3. Open [Filemail](http://www.Filemail.com) (www.Filemail.com). You do not need to create an account.

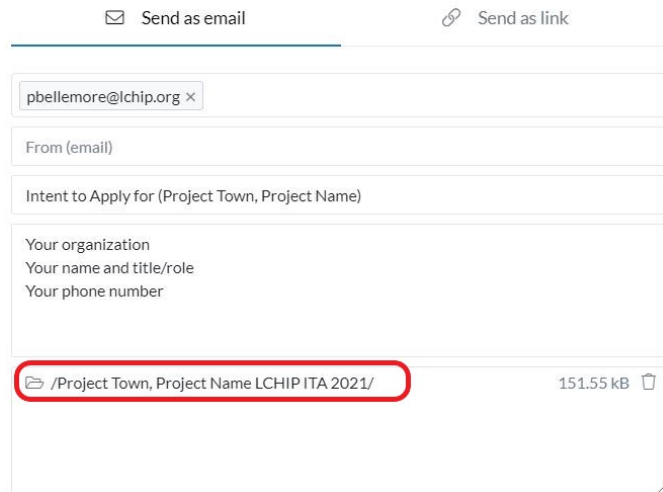
4. Select **Send as Email** and enter the following:

To: pbellemore@lchip.org

From: (your email address)

Subject: Intent to Apply for (project town, project name)

Message Block: (Organization, contact name and title/role, phone number)



Send as email Send as link

pbellemore@lchip.org ×

From (email)

Intent to Apply for (Project Town, Project Name)

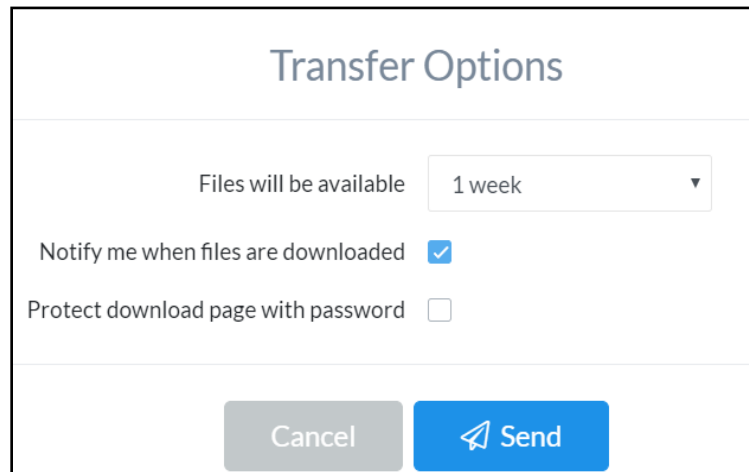
Your organization
Your name and title/role
Your phone number

/Project Town, Project Name LCHIP ITA 2021/ 151.55 kB

Figure 1

5. Select **Add Folder**.
6. Navigate to, select, and upload the folder created in step 1.
7. A new dialogue box will pop up asking if you wish to upload your files. Select **Upload**.
8. Confirm that your folder is shown (see red circle on figure 1) and select **Send**.

9. Ensure that the “Transfer Options” dialogue box shows the values illustrated in figure 2, then select **Send**. Do not require password protection.



Transfer Options

Files will be available 1 week

Notify me when files are downloaded

Protect download page with password

Cancel Send

Figure 2

10. Filemail will email you a confirmation when the Intent-to-Apply form has been uploaded, and a second when LCHIP has downloaded it.
11. Within 2 business days LCHIP will email you a confirmation that the Intent-to-Apply form has been received and is complete. If, within three business days, you have not received a confirmation email please contact pbellemore@lchip.org.
12. Filemail limits each IP address to two submissions (a submission is the intent to apply form and any attachments sent along with it) in each 24-hour period. If you intend to submit an Intent to Apply for more than 2 projects, be sure to leave yourself enough time between submissions, or contact LCHIP for further instructions.